

**REQUEST FOR QUALIFICATIONS
CONSULTING AND OVERSIGHT SERVICES
CITY OF GEORGETOWN, KY
BROWNFIELD CLEANUP PROJECT
(ISSUE DATE: AUGUST 7, 2009)**

INVITATION FOR SOQ

The City of Georgetown is requesting statements of qualifications from qualified firms to prepare contract documents and specifications for and to oversee a Brownfield cleanup project (including demolition activities) at a former industrial property and related vacant lot located in Georgetown, Kentucky. These activities will be funded by an EPA Brownfield cleanup Grant awarded to the City of Georgetown general fund.

A Request for Qualifications and associated SOQ package requirements, further explaining the project and its requirements are available at the office of the City Clerk's Office, 100 N. Court St., Georgetown, KY 40324, Monday through Friday, 8:00 a.m. to 4:00 p.m., the Department of Public Works, 235 West Yusen Way, Georgetown, KY 40324, Monday through Friday, 8:00 a.m. to 3:30 p.m., and at www.georgetownky.gov.

Responses to this RFQ must be submitted to Sue Lewis, City Clerk, City of Georgetown, KY, 100 N. Court St, Georgetown KY 40324 on or before 2:00 p.m. local time, September 8, 2009.

A pre-submittal meeting and walk through will be held on August 27, 2009 at the project site (550 Bourbon St.) at 1:30 p.m. local time. It is not mandatory to attend.

After careful review and consideration, the City of Georgetown will select the best suited firm(s) for the services described herein. The City of Georgetown reserves the right to reject any or all proposals and waive formalities.

The City of Georgetown is an Equal Opportunity Employer. Local, minority, female owned, and small businesses are encouraged to submit qualifications.

**REQUEST FOR QUALIFICATIONS
CONSULTING AND OVERSIGHT SERVICES
CITY OF GEORGETOWN, KY
BROWNSFIELDS CLEANUP PROJECT
(ISSUE DATE: AUGUST 7, 2009)**

The City of Georgetown is seeking a qualified project manager to prepare contract documents and specifications, to oversee its Brownfield cleanup project and to perform, as Owner Agent, the obligations of The City of Georgetown under the terms of certain loan and grant agreement documents described below.

BACKGROUND

The goal of this Brownfield Cleanup Project is address the abandoned industrial structure and site located at 550 Bourbon St. known as the former Empire Pencil Factory by demolition and cleanup of the building.

The existing Georgetown Police Department building, located at 550 Bourbon Street, housed the Police Department from 1996 to 2006. The building is a 142' x 205' single story brick front, exterior masonry bearing walled building with wood floor construction and a partial basement. It previously housed the Empire Pencil Factory from 1946 to the mid 1980s. Due to environmental and health concerns, the building was vacated in 2006. Several environmental studies have been performed to define the extent and nature of the contaminations and develop a plan to mitigate the site. It is the desire of the City to remediate this facility and construct a new state-of-the-art law enforcement campus. Grant funds will be utilized to remove hazardous materials and contaminated building materials from the property in order to eliminate potential risks to human health and the environment.

The surface of the site must be graded to drain and established with vegetation upon completion of the clean up and demolition activities.

Environmental Reports

During the last few years, many studies were completed on the property. These included:

- Preliminary Exposure Assessment, Air, Soil & Water Environmental Consulting & Testing Laboratories, Sept. 2001
- Exposure Assessment, Air, Soil & Water Environmental Consulting & Testing Laboratories, Feb. 2006.
- Soils Site Check Sampling Report, Air, Soil & Water Environmental Consulting & Testing Laboratories, March 2006.
- Facility Assessment, Sherman, Carter, Barnhart, Oct. 2007.
- Site-Specific Phase I Environmental Site Assessment, Kentucky Division of Waste Management, Oct. 2007.
- Site-Specific Phase II Environmental Site Assessment, Kentucky Division of Waste Management, Feb. 2008.

Copies of these documents are attached hereto as Exhibit A.

Source of Funds

The Brownfield Cleanup Project will be conducted with grant funds awarded to Owner through the USEPA Brownfield Cleanup Grant Program awarded to the City of Georgetown. All requirements of both the USEPA and the City of Georgetown with respect to this project, as set forth in the Co-Operative Agreement between Owner and the USEPA dated July 9, 2009 and attached hereto as Exhibit B, together with all regulations, rules and guidelines references therein (collectively, all of these documents are referred to hereinafter as “the Grant Documents”), must be carefully followed by the selected consultant (the “Consultant”), who will also be required to document compliance with these requirements and to ensure the compliance of all of its subcontractors, and of the chosen cleanup and demolition contractor(s) with these requirements. In addition, the Consultant and all contractors must comply with any and all applicable federal state and local requirements applicable to cleanup and demolition projects.

Maximum Project Cost

The budget for the entire Brownfield Cleanup project is limited to the funds provided through the USEPA grant together with the funds provided by the City of Georgetown and grant (a total of \$200,000). No additional funds are provided for the project. The Consultant together with the selected cleanup and demolition contractor(s) will be required to complete all projects requirements within the scope of these available funds. No additional funds will be forthcoming, and Owner’s total obligation to the Consultant and to the selected cleanup and demolition contractor(s) shall in no event exceed the total amount of those funds.

Pre-submittal meeting and Project site visit

A pre-submittal meeting and walk through will be held on August 27, 2009 at the project site (550 Bourbon St.) at 1:30 p.m. local time. It is not mandatory to attend.

BROWNFIELD CLEANUP PROJECT SCOPE OF WORK

The general scope of work for the overall Brownfield Cleanup project is as follows. Further delineation of the scope of work for this phase of the project will be the task of the selected Consultant.

550 Bourbon St:

1. In a safe manner, abate and properly dispose of all hazardous substances in the building required by federal, state or local law to be abated prior to demolition of a structure (including but not limited to, removal of and proper disposal of all

- friable asbestos containing materials, PCB containing and other transformers, airborne lead, and other hazardous materials), and take all other steps necessary to safely demolish the structure.
2. Protecting all neighboring properties from damage, in accordance with all federal, state and local laws, rules, regulations and requirements, and, after obtaining all appropriate licenses and permits, and giving any and all required notifications, demolish the structure, including any and all underground facilities.
 3. Remove, properly empty and properly dispose of any all underground storage tanks or other containers of hazardous materials identified after demolition of the structure.
 4. Remediate the subsurface soils at the site to level which comply with State of Kentucky standards, and which will permit the intended future use of the site as a green space serving the neighborhood.
 5. Backfill and compact the site with appropriate materials and in a manner which will allow use of the site in the future as a green lot and restore the surface to an appropriate grade.

Work for the site is to be scoped and phased in a manner which will allow the OWNER to terminate the project and leave the property in a safe and acceptable condition at any point at which the project funds are exhausted.

CONSULTANT'S SCOPE OF WORK

1. **CONFORMANCE WITH NATIONAL CONTINGENCY PLAN AND COMMUNITY INVOLVEMENT PLAN:** Prepare and publish all required notices and otherwise perform all activities required in order to conform with the National Contingency Plan with respect to this project, including, but not limited to, implementing a Community Involvement Plan for the project in conjunction with the City of Georgetown and ensure that all cross cutting requirements (as defined in the Grant Documents) for the Project are met.
2. **HISTORIC CLEARANCES:** Obtain approval from the State Historic Preservation Officer for demolition of the building. Submit the required project review documentation to the State Historic Preservation Officer to allow it to make a determination of no adverse effect and to permit demolition of the building.
3. **ANALYSIS OF BROWNFIELD CLEANUP ALTERNATIVES:** The environmental consultant will complete an ABCA in accordance with applicable KDEP and U.S. EPA requirements. The ABCA will describe the findings of previous assessment phases of work and present an evaluation of cleanup alternatives. As part of the ABCA, a Human Health Risk Assessment will be performed to further develop site-specific cleanup standards. Remedial cost estimates will be prepared and clean up bid specifications and selection criteria will also be completed. The ABCA will address proposed corrective measures relative to contaminant pathways to ensure adequate protection of

public health and the environment. Involvement of U.S. EPA and KDEP in the ABCA will necessarily occur throughout the cleanup planning process.

4. **HEALTH AND SAFETY PLAN: Prepare, comply with, and ensure compliance of all contractors and subcontractors with a site specific Health and Safety Plan** acceptable to Owner, and cause all personnel to conduct activities in accordance with the Site Health and Safety Plan and the requirements of all applicable regulations. Consistent with these requirements, all workers on site shall use personal protective equipment as appropriate for the conduct of the work.
5. **QUALITY ASSURANCE PLAN PREPARATION AND APPROVAL: Prepare a Quality Assurance Project Plan(QAPP), meeting U.S. EPA requirements, for any and all sampling which must be undertaken to develop a removal work plan, including complete bid specification for clean up and demolition. Obtain approval of the QAPP, together with and modifications, from the EPA and the City of Georgetown.**
6. **SAMPLING AND INSPECTION: Conduct any and all sampling and inspection necessary to prepare a comprehensive removal work plan (including complete bid specification for clean up and demolition, and including identification of subsurface containers and tanks which require removal). Conduct destructive inspections, including but not limited to an asbestos and hazardous materials survey of the building as required to identify all conditions. Tabulate and provide an interim report containing this data.**
7. **DRAFT AND FINAL REMOVAL PLAN, COST ESTIMATE, CONTRACT DOCUMENT PREPARATION: Prepare a complete draft and final (after review and comment on the draft) removal work plan, including cleanup and demolition bid specifications and plans for the project (and including but not limited to a Section 7a Compliance/Due Care Plan which must be submitted to and approved by the State of Kentucky) which will govern all cleanup activities and demolition activities. Prepare an engineer's cost estimate for all phase of the cleanup and demolition project. Prepare contract documents for all phase of the Brownfield Cleanup Project.** Notes: the site must be engineered to meet all state and local requirements for drainage when demolition must be prepared in such a manner as to require and allow a proper accounting for credits relating to the value of scrap materials in and on the building (for example, the demolition contract should separately specify both the total cost of the demolition before credits for steel and other scrap items in and on the building, as well as a cost of demolition after application of such credits)
8. **BID OVERSIGHT: obtain and review at least three bids from qualified contractors acceptable to Owner (hereinafter "Owner"), in strict accordance with all applicable federal, state and local requirements, after providing adequate qualifications materials to Owner for review.** Review bids and recommend to Owner the qualified contractors to complete the bid specifications. Owner shall be provided with all bid documents and information for review. After Owner's approval, contract with selected bidder(s) to perform the work.

- 9. PROJECT MANAGEMENT:** As the Owner's project manager, oversee the conduct of the Brownfield Clean up Project by the selected contractor through completion. Conduct regular site visits to ensure that the project work is progressing in accordance with the specifications and on a timely schedule. Ensure that the contractor obtain all required permits and licenses. Ensure that the project specifications are conformed to in their entirety. Maintain all projects documentation. Confirm all quantities used for pricing purpose during demolition. Sign, on behalf of Owner, all hazardous waste manifests, waste characterization form and applications for site ID numbers. Respond to contractor questions regarding incorrect or insufficient information contained in the project specifications. Respond to contractor questions related to proposed alternate materials and alternate details and/or changes in the specifications, and communicate the same with the Owner. Conduct verification sampling to confirm that cleanup parameters are achieved.
- 10. QUARTERLY REPORT AND BUDGET PREPARATION:** On the regular project schedule required by the EPA Co-operative Agreement, and in accordance with all EPA deadlines, prepare, for Owner's submission, draft (two weeks prior to the due date) and final (after comment by the Owner) quarterly reports for the project until completion of the project. Prepare quarterly budget updates for the project, identifying separately funds and expenditures from the EPA Grant.
- 11. ATTENDANCE AT WEEKLY PROJECT MEETING:** Attend weekly project meetings with the Owner through completion of the project providing at each meeting an update project schedule, a project status report and any draft documents for review.
- 12. PREPARE SEMI-FINAL AND FINAL REPORT:** upon conclusion of the cleanup and demolition, and of site remediation, respectively, prepare a draft and final semi-final and final report in form and substance acceptable to Owner and the US EPA, as required of Owner by the Grant Documents, including but not limited to photographing and documenting all stages of the project, and, including any UST closure reports required to properly close and leaking underground storage tanks identified during the project.

CONTRACT

The contract form ("Agreement") which will be used for the Consultant Services is attached as Exhibit C, together with the General Condition and Health and Safety Requirements which are referenced in the Co-Operative Agreement, and are incorporated by reference herein. The Consultant may propose the use of a different contract form as long as the same mandatory components of the agreement are included therein.

STATEMENT OF QUALIFICATIONS INSTRUCTIONS

The SOQ Instructions are attached to this Request for Qualifications as Exhibit D. The SOQ Evaluation Form is attached as Exhibit E.

Owner reserves the right to reject any and all proposals and to waive informalities or irregularities in proposals in the best interest of Owner. Owner shall not be bound by the lowest estimated fee. Once the Consultant deemed to be the best applicant is selected, a contract will be negotiated. The contract shall be deemed as having been awarded upon approval of the City Council during a regularly scheduled meeting and formal notice of acceptance of its proposal has been duly served upon the intended awarded by an agent of Owner authorized to give such notice.

All questions with respect to this Request for Qualifications must be submitted in writing and received before September 1, 2009, 4:00 p.m. local time, and addressed to: Eric W. Larson, Project Manager, City of Georgetown, Dept. of Public Works, 235 W. Yusen Way, Georgetown KY 40324 or eric.larson@georgetownky.gov. Interested consultants are encouraged to submit their email address to the City's Project Manager listed above to ease in distribution of responses to questions. All responses will be posted on the city website at www.georgetownky.gov.

Exhibit A: Previous Environmental Studies

Exhibit B: US EPA Cooperative Agreement and Work Plan

Exhibit C: Contract Form and General Conditions

Exhibit D: Instructions for Statement of Qualifications

Exhibit E: Evaluation Form for Statement of Qualifications

EXHIBIT A

EXHIBIT B

EXHIBIT C

CONTRACT FOR SERVICES

This contract for services entered into between the **City of Georgetown**, (hereinafter City) a municipal corporation, located at 100 N. Court Street, Georgetown, KY, 40324 and _____, (hereinafter Consultant) located at _____, dated this ____ day of _____, 20__.

WITNESSETH:

WHEREAS, the parties hereto have determined that it is their mutual interests to _____. The terms of this Contract are established pursuant to bids received by the City and accepted by the City Council for the City at its regular meeting _____; and

1. Consultant being the best qualified firm, said project scope and specifications being on file in the office of the City Engineer and attached to this agreement, herein agrees and shall provide and install for City those items listed in paragraph 2.
2. City shall pay Consultant a cost not to exceed \$_____ for the following services:

Scope of Services (tasks)	Subtotal
	\$
	\$
	\$
	\$
	\$
Total cost of services	\$

3. Term: Consultant shall complete said work in Paragraph 2 above on or before _____, 20__. This agreement shall remain in effect until completion beginning _____, 20__. *This contract may be renewed by mutual consent of both parties.* Liquidated Damages of \$_____ per day will be assessed for each calendar day after until the City and Consultant determine the Project is substantially complete.
4. Any change order, resulting in an increase, decrease or change in the type of product shall be submitted in writing and must be agreed to by both parties.
5. Documentation and Payment: The Consultant shall provide a detailed invoice for services setting out the date of service, the scope and description of the services, and dollar amount for said services. Consultant shall bill the City monthly for all

services rendered. The City shall remit the invoiced amount within thirty (30) days of invoice.

6. Consultant's Insurance Coverage: For all work the Consultant performs pursuant to this Contract, the Consultant shall provide an appropriate liability and worker's compensation insurance coverage.
7. Consultant agrees to indemnify and hold harmless the City from any liability arising out its performance of services as required herein.
8. City reserves the right to terminate this agreement immediately with cause, or without cause on 30 days written notice to Consultant.

Consultant

City of Georgetown, Kentucky

By: _____

By: Karen Tingle-Sames

Title _____

Mayor

ATTACHMENT(S): _____

REQUEST FOR QUALIFICATIONS

General Conditions:

- 1) The City reserves the right to accept or reject any and all SOQ and waive formalities in the best interest of the City of Georgetown, The City reserves the right to reject any SOQ that does not represent a complete response. The City reserves the right to reject all SOQ and to solicit and re-advertise for other proposals. The City also reserves the right to reject any SOQ of any Consultant in arrears or in default upon any debt or contract to the City of Georgetown or who have failed, in the opinion of this body, to faithfully perform any previous contract with this body,
- 2) SOQ must be submitted before the deadline and in the attached SOQ FORMAT with all items included in order for the proposal to be considered,
- 3) The selected consultant will be required to provide a certificate of liability and worker's compensation insurance,
- 4) Prevailing wage rates do apply to this project,
- 5) The selected consultant will be required to sign a standard agreement for goods and services with the City. A Notice to Proceed will be issued once the agreement has been signed by both parties and all required paperwork herein described is received by the City,
- 6) The consultant shall comply with local ordinances and may be required to obtain a business license from the Georgetown – Scott County Revenue Commission,
- 7) The consultant will obtain all permits needed to complete the work,
- 8) No proposal may be withdrawn within 90 days after the actual date of the opening,
- 9) The work shall be completed by July 31, 2010.
- 10) Each Consultant is responsible for thoroughly familiarize themselves with the project requirements and area as necessary,
- 11) The Consultant may utilize existing maps and any other relevant base data as it exists in the Georgetown – Scott County Planning Commission's GIS inventory.
- 12) SOQs shall include understanding of the Project Goals and Scope of Work, Consultant qualifications and experience, references, list of key personnel, organizational profile, schedule of fees, list of sub-consultants, and complete contact information.
- 13) A separate percentage fee for environmental analysis, remediation inspection, and administration is required with the SOQ.
- 14) The SOQ should also quantify number of progress meetings proposed and other tasks to aid in project review.
- 15) Consultant will make presentations to the Georgetown City Council if requested.
- 16) A SOQ does not constitute an agreement or a contract with the City of Georgetown.

- 17) The City is not liable for any expenses incurred in connection with the preparation of a response to this RFP.
- 18) Once opened, SOQ become the property of the City and will not be returned to the Consultant. Upon opening, the proposal becomes public record and shall be subject to public disclosure in accordance with KRS 62.870 to 61.884.
- 19) The proposal must include a declaration that it is made without collusion with any other Consultant submitting a proposal pursuant to this RFQ.
- 20) The Consultant must provide proof of liability insurance upon signing a contract with the City of Georgetown.
- 21) The Consultant, if awarded a contract, shall comply with local ordinances and may be required to obtain a business license from the Georgetown – Scott County Revenue Commission.

EXHIBIT D

Instructions for Statement of Qualifications

The Statement of Qualifications (SOQ) information shall be provided as specified below. Applicants who do not follow the guidelines listed below or do not provide comprehensive responses for all requested information will not be considered.

Statement of Qualifications Contents and Evaluation Criteria

Beyond the required minimum qualifications, the Primary Criteria for evaluating the Statement of Qualifications are:

I. Firm Identification and Background Information

1. Firm's name, email address, business postal address, contact name, telephone and fax numbers.
2. Federal I.D. number
3. Kentucky Tax I.D. number
4. The firm's legal formation (e.g. corporation, sole proprietor, etc.) and state of incorporation, if applicable.
5. Company brochure and promotional materials, if available. Please include these materials at the end of your submission. (No more than 6 pages)

II. Qualifications and Experience of the Firm

1. Provide a concise history of the firm, its main partners/officers and largest shareholder.
2. Provide a summary of previous U.S. EPA brownfield grant experience of the firm, including cleanup grants with similar work products as will be required by the City of Georgetown.
3. Provide a detailed description of brownfield cleanup experience of the firm. Include project dates, project titles, community located, employees involved and original and estimated final costs. (No more than 12 pages)
4. Include a description of the firm's resources, including staff, equipment and capital available for project use and deployment. Detail efforts made on previous projects to control costs.

5. Demonstrate experience in preparing Analysis of Brownfield Cleanup Alternatives / Quality Assurance Project Plans (QAPPs) as required under federally funded environmental assessment activities.
6. If selected for the project, provide information on what services the firm will provide to the City at no cost to the City in support of the project.

III. Personnel

1. Identify the AAI Environmental Professional and Project Manager (if different) who will be assigned to the contract, and provide qualifications or resume.
2. Provide a description of the firm's personnel with the qualifications necessary to complete the work in the contract program. The firm may not subcontract or partner with other firms for personnel with qualifications and experience. Include personnel name, title, years of experience, education, billable rate and the number and title of projects assigned to the individual in the last three years.
3. Supply resumes of personnel including the Environmental Professional, who will be key to the success of the project. Please provide no more than eight (8) resumes.

IV. References

Include two (2) clients for whom the firm has provided U.S. EPA brownfield cleanup in the past three years. Provide the name, telephone number, and e-mail address of a contact for each client and a brief description of the services provided.

V. Required Attachments

1. Environmental Professional's name and qualifications per AAI Rule
2. Standard billable rates for project personnel
3. Firm's Current certificate of professional liability, malpractice, and errors and omissions insurance (if awarded must name Georgetown as additional insured).
4. Firm's Current certificate of general liability insurance
5. Firm's Non-Collusion Affidavit
6. Firm's Certificate of Personal Property Tax Affidavit (if applicable)
7. Firm's Work force composition form (EEO-PT01)
8. Firm's Workers Compensation Certificate

Form for Statement of Qualifications

Each SOQ should be submitted on letter-size (8.5" × 11") paper, with typing on one side only. The SOQ shall conform to the following:

Cover Page:

Environmental Consulting Services to be conducted under the City's Cooperative Agreement with the U.S. Environmental Protection Agency SOQ

Statement of Qualifications for:

(Name of individual or firm submitting the SOQ, address, telephone, facsimile and e-mail information)

Date documents are being submitted.

Body:**Statement of Qualifications**

- I. Firm Identification and Background
- II. Qualifications and Experience of Firm
- III. Personnel
- IV. References
- V. Required Attachments

Required Attachments:

1. Environmental Professional's name and resume qualifications per AAI Rule
2. Standard billable rates for all project personnel to be included in the project
3. Firm's Current certificate of professional liability, malpractice, and errors and omissions insurance (if awarded must name Georgetown as additional insured).
4. Firm's Current certificate of general liability insurance
5. Firm's Non-Collusion Affidavit
6. Firm's Certificate of Personal Property Tax Affidavit
7. Firm's Work force composition form (EEO-PT01)
8. Firm's Workers Compensation Certificate

Statement of Qualifications Submission Deadline

In order to be considered for this contract, prospective firms or individuals must submit one (1) original and five (5) copies of the Statement of Qualifications to Sue Lewis, City Clerk, City of Georgetown, KY 100 North Court St, Georgetown KY 40324 on or before 2:00 p.m. local time, September 8, 2009. SOQs shall be sealed in an envelope clearly labeled "BROWNFIELD CLEANUP PROJECT RFQ" Late submittals will be rejected and returned unopened to the Consultant. Submittals not submitted directly to the City Clerk will not be accepted.

Due to irregularity of mail service, the Project Manager cautions the Consultant to verify actual delivery to the City Clerk prior to the above deadline by calling 502-863-9800. The Consultant may withdraw their proposal by notifying the Project Manager in writing prior to the deadline. Consultant must disclose their identity and provide a signed receipt for the returned proposal.

The Consultant shall also submit one (1) electronic copy in PDF format to the City's Project manager, Eric W. Larson, City Engineer on or about the submittal deadline via email to eric.larson@georgetownky.gov. This is for ease in distribution and review and does not replace sealed submittal to the City Clerk.

Consultant Selection Process

A Selection Committee MAY be formed by the Mayor and may include the following:

- Mayor of Georgetown
- Member(s) of Georgetown City Council
- Member(s) of the Georgetown Police
- City of Georgetown City Engineer
- City of Georgetown Finance Director
- City Attorney
- Citizen Members

The Selection Committee shall be the sole judge of the best proposal and the resulting negotiated agreement. The Committee reserves the right to investigate the reputation, integrity, skill, business experience, and quality of performance under similar operations before making a final decision and will be based on both an objective and subjective comparison of proposal and Consultant

The Selection Committee reserves the right to require written questionnaire responses, telephone interviews, and/or conduct selection interviews with prospective Consultant.

Committee members shall not be contacted by the Consultant during the proposal preparation and selection process.

The City of Georgetown is an Equal Opportunity Employer. Local, minority, female owned, and small businesses are encouraged to submit qualifications.

EXHIBIT E

Evaluation Form for Statement of Qualifications

Name of Project: City of Georgetown, KY U.S. EPA Brownfield Cleanup Grants RFQ

Name of Individual/Firm: _____

Name of Evaluator(s): _____

Criteria	Rating	Weight factor	Score
Firm and/or individual qualifications	5	x 2	
Background and experience on similar U.S. EPA brownfield projects	5	x 2	
Experience of current personnel on similar U.S. EPA brownfield projects	5	x 3	
Capacity to perform work and meet schedule	5	x 2	
References on previous U.S. EPA brownfield projects	5	x 2	
Meeting schedules and deadlines	5	x 3	
Controlling costs and meeting budgets	5	x 3	
Experience with public outreach and education	5	x 1	
Capacity/commitment to assist the City in obtaining additional brownfield grants	5	x 1	
Quality of response	5	x 1	
Total Score =	100		

Rating: 1=Poor, 2=Fair, 3=Good, 4=Excellent, 5=Superior